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People Management Toolkit

# Equality and Diversity

Agreed in conjunction with PCS Trade Union

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Sport for life

**sportscotland**  
the national agency for sport

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## 1.0 Introduction

- 1.1 **sportscotland** is committed to promoting equality diversity and inclusion in employment where we all have an equal chance to succeed. **sportscotland** recognises the unique contribution each employee can make and aims to communicate the benefits of equality and diversity within the workforce.
- 1.2 **sportscotland** will not tolerate any form of direct or indirect discriminate on the grounds of but not limited to disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation and also gender identity, responsibility for dependents, political beliefs, trade union activity, socio-economic background, Looked After Children and Care Experienced Young People (LACYP) or other relevant factors.
- 1.3 This policy supports **sportscotland's** wider equality agenda through encouraging the development of a diverse workforce, where employees understand and promote equality, and where equality diversity and inclusion is embedded into every aspect of our work.
- 1.4 **sportscotland** is committed to ensuring that all employment policies and practices are non-discriminatory in line with relevant employment legislation and best practice.
- 1.5 Any employee who believes that they have been discriminated against, either directly or indirectly, should follow **sportscotland's** Grievance Policy, which can be found on SharePoint.

## 2.0 Scope of Policy

- 2.1 The policy applies to all **sportscotland** employees (regardless of their employment status) including contractors and agency workers.

## 3.0 Guidelines / Procedure

### *Increasing and Promoting Equality and Diversity*

- 3.1 **sportscotland** will promote the benefits of equality diversity and inclusion to all employees

- 3.2 **sportscotland's** equality and diversity data will be collected and reviewed annually, and where appropriate, positive action will be implemented through an Action Plan.
- 3.3 Employees will be provided with appropriate training and development opportunities to ensure they have the knowledge and skills to identify and promote equality, diversity and inclusion and tackle any forms of discrimination in the workplace.
- 3.4 Relevant legal and best practice guidance will be reviewed, such as the Public Sector Equality Duty: Scotland, and appropriate actions considered. External best practice will also be sought and considered as to how **sportscotland** can embed equality diversity and inclusion across all areas of the business.

### ***Supporting Equality, Diversity and Inclusion***

- 3.5 Employees requiring adjustments to their working pattern should discuss their requirements with their line manager in the first instance. **sportscotland** aims to offer flexible working patterns to all employees, where possible, and line managers should exercise flexibility in accommodating such requests.
- 3.6 Managers will be supported and helped to develop an understanding of equality diversity and inclusion through appropriate training, policy guidance and toolkits.
- 3.7 Where adverse impact is identified through the equality monitoring process or impact assessment, **sportscotland** will investigate this and take positive action to mitigate or remove the impact.

### ***Recruitment and Selection***

- 3.8 All employment-related decisions will be fair and transparent, based solely on merit and ability to meet the requirements of the job. This applies to external recruitment, internal selection and promotion, performance appraisal and training.
- 3.9 All personnel involved in the recruitment and selection processes will have appropriate equality, diversity and inclusion training.
- 3.10 In the case of applicants with a disability who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign language interpreter) will be offered to enable such candidates to compete on an equal basis.

### ***Taking 'positive action' in hiring and promoting staff.***

**sportscotland** may use targeted job adverts to encourage applicants from underrepresented groups. We will also encourage a level playing field by identifying and removing barriers, both real and perceived, to the recruitment, retention and progression of people from underrepresented groups, yet still employing people on merit, experience, knowledge and/or competencies.

### ***Discrimination Complaints***

- 3.14 Job applicants who feel they have been subject to discrimination can make a complaint under **sportscotland's** Grievance Policy.
- 3.15 An employee who feels they have been subject to discrimination can

raise the issue informally with their line manager, or formally under the terms of **sportscotland's** Grievance Policy.

### **Roles and Responsibilities**

**3.16** The Chief Executive has overall accountability for ensuring that equality diversity and inclusion in employment is managed appropriately in accordance with this agreed policy.

**3.17** Line Managers are responsible for:

- ensuring team members are aware of the policy
- ensuring employment decisions are based on job related, objective criteria

**3.18** Employees have a responsibility to comply with the policy and to:

- be accountable for their own language, behaviour and conduct at work and when representing **sportscotland**
- treat colleagues and partners with dignity and respect at all times
- work with their manager to address any issues which may arise.

**3.19** HR will monitor the implementation of this policy and will provide advice on the application of this policy to managers and employees.

### **Version Control History**

Group update with HR and PCS Union.  
To be reviewed within 3 years of the date below.

Name	Position	Signature	Date
Callum MacInnes	HR Manager	DocuSigned by: <i>Callum MacInnes</i>	
Nichola Raccio	HR Officer	A63B04DB491E4EE... DocuSigned by: <i>Nichola Raccio</i>	
Fiona Lilley	Trade Union Representative	F41C0130B7114AB... DocuSigned by: <i>Fiona Lilley</i>	
Andrew Kelly	Trade Union Representative	E9D9A67E5B594C6... DocuSigned by: <i>Andrew Kelly</i>	
Scott Baxter	Trade Union Representative	3F74D29D3E1F49E... DocuSigned by: <i>Scott Baxter</i>	

## 5.1 Appendix 1

### Protected [characteristics](#) as defined from the Equality Act 2010:

The nine protected characteristics The Equality Act 2010 defines nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

In the **Equality Act**, no one protected characteristic has a higher priority than any other. Discrimination claims can be made on the grounds of: 1. a single protected characteristic - for example, because an employee is female 2. a number of single, but unrelated, characteristics – for example because an employee is female and also because she is of a particular age (in these situations, each characteristic would be considered separately).